

# JOB TITLE: Business Development Assistant

#  (Fixed Term 6 months and you must live within an easy commuting distance)

**ACCOUNTABLE TO: Head of Business Development**

**LOCATION: Jewellery Quarter, Birmingham, UK**

**CONTRACT: Full-time 6 month contract, subject to satisfactory completion of a one month probationary period.**

**HOURS: 37.5h/week**

**SALARY: £14,800 per annum depending on experience (6 months).**

The Vegan Society, the world’s first, is an educational charity that promotes and supports the vegan lifestyle – formed in 1944, by a group of vegetarians who recognised the ethical compromises of eating eggs and dairy products. We are the first point of contact for people thinking about going vegan, new vegans and those seeking information, including caterers, print and broadcast media, health professionals, teachers and government.

**Our Vision and Mission**

The Vegan Society’s vision is a world in which humans do not exploit other animals. Our mission is to make veganism an easily adopted and widely recognised approach to reducing animal and human suffering and environmental damage by means of meaningful, peaceful and factual dialogue with individuals, organisations and companies.

The Vegan Society coined the word vegan in 1944 and in 2014 The Society will be celebrating her 70th Anniversary. We aim to significantly grow our trademark registration, advocacy, policy, education and media and PR activities. The Society looks to the future to make veganism more accessible and an easily adopted approach by supporting individuals, policy and decision makers, caterers, manufacturers, health care professionals and the media.

This role is initially for 37.5 hours a week. The application deadline is 31st October at 17:00. Please send completed application forms to georgeg@vegansociety.com. Interviews will be held the week commencing 10th November 2014.

**PERSON SPECIFICATION**

The knowledge, skills, and/or ability required to carry out the role effectively (and which may be developed) are listed below.

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| **ESSENTIAL** | **DESIRABLE** |
| ***Knowledge*** |
| * Good knowledge of whether ingredients in food, cosmetics, toiletries, clothing and household products are derived from other animals
* Good understanding of business operations: production processes, administration, marketing, PR, and sales
* Understanding of corporate identity and branding issues
* Understanding of the organisation’s values, standards and processes in order to make consistent and appropriate judgements
 | * Understanding of working in/with NGOs or small charitable organisations
* Knowledge of animal testing
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| ***Education / qualifications & training***  |
| * Appropriate experience in a directly related post
 | * Educated to degree level or relevant qualification
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| ***Skills & abilities*** |
| * Track record in merchandise or business development
* Excellent written and verbal communication skills including the ability to prepare information used for media releases at short notice to a high standard.
* Good telephone manner and customer-service skills
* Computer literate with strong MS Office skills, including the ability to enter data accurately, analyse and manipulate data
* Familiar with email and databases, e.g. ability to effectively search for required information
* Ability to establish strong working relationships with colleagues, the Senior Management Team, Trustees and Trademark clients
* Ability to manage multiple priorities and work to deadlines
* Work successfully to targets, delivering objectives and desired outcomes
 | * Track record of developing and maintaining successful partnerships
* Experience of using CMS
* Well-developed negotiation skills
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| ***Personal qualities*** |
| * Confident, articulate, proactive, outgoing and friendly
* Work well under pressure and able to juggle several projects at once
* Efficient, tidy, organised, reliable, accurate and effective
* Approachable and adaptable, team player
* Adhere to a vegan diet for the duration of employment with The Vegan Society
* Willingness and ability to undertake appropriate training and development as required
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**JOB DESCRIPTION**

**DUTIES & KEY RESPONSIBILITIES**

**Business Development – Trademark (TM) (approximately 80%)**

* Deal with new and existing trademark applications and enquiries
* Check and process trademark applications and renewals in a timely fashion, including communications with company contacts, ingredient checking, invoicing, maintaining and updating the database and paper records.

**General (approximately 15%)**

* Provide absence cover for Business Development staff
* Assist with incoming and outgoing post
* General office duties, including dealing with own correspondence and filing own papers.
* Contribute to wider organisational development and communications

**Monitoring and Evaluation (5%)**

* Monitor and evaluate business development successes and share findings internally
* Provide bi-monthly progress reports to the Head of Business Development

The job description is not exhaustive and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager.